

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1558, 15th December 1919

Manual Training Class

Sanctioning the permanent retention of the — attached to the Teachers' College, Saidapet,
and the establishment connected therewith with effect from the 17th October 1919.

INDEXED

Government of Madras

HOME DEPARTMENT (EDUCATION)

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Manual Training Class

Sanctioning the permanent retention of the — attached to the Teachers' College, Saidapet, and the establishment connected therewith with effect from the 17th October 1919.

READ—the following papers :—

I

G.O. No. 845 (Educational), dated 20th September 1912.

ABSTRACT.—Passing orders on the proposals submitted by the Director of Public Instruction for the promotion of manual training in elementary and secondary schools, and addressing the Government of India on the subject of the recruitment of two Instructors in Manual Training for this Presidency.

II

Letter—from A. NEWMARCH, Esq., Accountant-General, Madras.
To—the Secretary to Government, Home (Education) Department.
Dated—the 22nd/24th September 1919.
No.—Chin. 1-13163.

In continuation of this office Endorsement No. Chin. 3-10758, dated 27th August 1919, and in supersession of paragraph 3 of Endorsement No. Chin. 1-20848, dated 1st February 1919, I have the honour to state that the sanction of the Secretary of State is not necessary to the continuance of Mr. C. R. Porrett's appointment of the Manual Training Instructor permanently after 16th October 1919. This revised report has been rendered necessary consequent on the receipt of a reference from the Government of India on the similar question of the continued appointment of the Instructor of Manual Training working under the Inspector of European and Training Schools.

III

Letter—from the Hon'ble Mr. H. SHARP, C.S.I., C.I.E., Secretary to the Government of India, Department of Education (Education).
To—the Secretary to the Government of Madras, Home (Education) Department.
Dated—Simla, the 10th October 1919. •
No.—1120.

With reference to the correspondence ending with your letter No. 1152, dated the 20th September 1919, I am directed to intimate that the Accountant-General, Madras, whom the Government of India consulted, has on further consideration agreed that the Secretary of State's sanction is not necessary to the permanent retention of the two posts of Manual Training Instructor in the Madras Presidency. I am accordingly to suggest that the Governor in Council may be moved to sanction the proposals made in your letters Nos. 973 and 1086, dated respectively the 9th August and 9th September 1919, and to address the Secretary of State direct regarding the recruitment of an officer for the post of Manual Training Instructor attached to the Inspector of European and Training Schools in the Presidency.

IV

Letter—from the Hon'ble Mr. R. LITTLEHAILES, Director of Public Instruction.
To—the Secretary to Government, Home (Education) Department.
Dated—Madras, the 9th December 1919.
No.—R.C. 8266/18.

Order—No. 1558, Home (Education), dated 15th December 1919.

The Government sanction the permanent retention, with effect from the 17th October 1919, of the manual training class attached to the Teachers' College, Saidapet, and the employment of the undermentioned staff in connexion therewith:—

	Pay per mensem.
	RS.
Manual Training Instructor	400—20—500
1 workshop assistant	30
1 Do.	20
1 carpenter	20

Sanction is also accorded to the payment of additional stipends at the rate of Rs. 5 per mensem each to the three selected students doing the work of demonstrators.

2. This sanction is registered as No. 187 of 1919-20.

3. Mr. C. R. Porrett is confirmed in the post of Manual Training Instructor, Teachers' College, Saidapet, on the maximum salary of the post, Rs. 500 per mensem. He will continue to be treated as an officer of the first class for the purpose of travelling allowance and will also enjoy leave under the Indian service leave rules and be eligible for the more favourable concessions set forth in article 202 (a) i (i) of the Civil Service Regulations.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.
" Accountant-General (through the Financial Department).
" Financial Department.
" Publicity Officer.

NOTES CONNECTED WITH G.O. No. 1558, HOME (EDUCATION),
DATED 15TH DECEMBER 1919

- [SUBJECT.—Permanent retention of the post of Manual Training Instructor attached to the Teachers' College, Saidapet.]

HOME (EDUCATION) DEPARTMENT.

From the Accountant-General, No. Chin. 1-13163, dated 24th September 1919.

In letter No. 1086, Home (Education), dated the 9th September 1919, the Government of India have been requested to obtain the sanction of the Secretary of State to the permanent retention of the post of Instructor in Manual Training attached to the Teachers' College, Saidapet. The Accountant-General now reports that such sanction is not necessary. Presumably the Local Government are themselves competent to issue orders sanctioning the permanent retention of the post. The current sanction expires on the 17th instant (paragraph 3 of letter No. 1086, dated the 9th September 1919) and it is for consideration whether, without waiting for the receipt of a formal communication from the Government of India, orders may issue at once sanctioning the permanent retention of the services of Mr. Porrett as Manual Training Instructor, Teachers' College, Saidapet, and also of the establishment employed under him. Financial may be consulted.

2. The current sanction in respect of the post of Manual Training Instructor for European Schools expires only in February 1920 (paragraph 5, page 3 of notes to G.O. Nos. 1085-86, dated the 9th September 1917) and so there is no need to consider at once the further retention of the post.

N.K.—4-10-19.

C. RAMANUJA ACHARIYAR—5-10-19.

The Accountant-General's report is not clear if the sanction of India is or is not necessary. To Financial for favour of advice with respect to A above.

R. RAMACHANDRA RAO—6-10-19.

FINANCIAL DEPARTMENT.

The creation of a permanent appointment carrying a remuneration not exceeding Rs. 800 per mensem can ordinarily be sanctioned by the Local Government in cases where the cost of the appointment is debitable to Provincial revenues; but in cases where the appointment would ordinarily be held by a Gazetted Civil officer recruited in England or by an officer of an Imperial Service as defined in article 29-B, Civil Service Regulations, the sanction of the Government of India is required—vide rule 10 (1) and (2) on page 18 of the Book of Financial Powers. As in the present case the post of Manual Training Instructor is a non-gazetted one, although it would ordinarily be held by a Civil officer recruited in England (cf. paragraph 2 of Government of India's despatch to Secretary of State on page 3 of G.O. No. 1244, Educational, dated the 24th December 1913) it is submitted that its permanent retention can be sanctioned by the Local Government as the pay of the post is Rs. 400—20—500 per mensem (paragraph 3 on page 28 of G.O. Nos. 1085-86, Home (Education), dated 9th September 1919) cf. in this connexion paragraph 3 on page 2 of G.O. No. 523, Financial, dated the 24th June 1918. It is therefore submitted that the proposal at A in the Home (Education) Department note above may be accepted in Financial.

C.P.K.—16-10-19.

Home (Education) has just received a letter from the Government of India in this matter in which they state that the local Government may sanction the proposal.

J. M. HOOPER—16-10-19.

HOME (EDUCATION) DEPARTMENT.

From the Government of India, Department of Education, No. 1120, dated 10th October 1919.

Draft sanctioning the permanent retention of the services of Mr. Porrett as Manual Training Instructor, Teachers' College, Saidapet, and also of the establishment employed under him, is submitted. If approved, it may go to Financial for acceptance and also to note sanction number.

The pay of the senior workshop assistant is raised from Rs. 25 to Rs. 30—2—40 with reference to the Director of Public Instruction's proposal in paragraph 2 of his letter at page 2 of G.O. No. 1085, dated the 9th September 1919—vide also paragraph 3 of the notes on page 14 of Government Order *ibid*.

S.R.—23-10-19.

N.K.—23-10-19.

C. RAMANUJA ACHARIYAR—23-10-19.

R. RAMACHANDRA RAO—24-10-19.

FINANCIAL DEPARTMENT.

The Home Department proposes to raise the pay of the workshop assistant from Rs. 25 to Rs. 30—2—40 (average 36½). Please see paragraph 2 of the Director of Public Instruction's letter on page 2 of G.O. Nos. 1085-86, Home (Education), dated the 9th September 1919, which gives the reasons for the proposed increase. It is submitted that there is also another workshop assistant on Rs. 20 in the manual training class and any increase of pay in this case might lead to similar claims from the other incumbent. If, however, the Home Department consider that an increase of pay is absolutely necessary in this case, it is for consideration whether it will not suffice if a scale of Rs. 25—1—30 is sanctioned in the present case.

2. Subject to orders in paragraph 1 above, the draft order may, it is submitted, be accepted. The sanction has been registered as No. 187 of 1919-20.

K.R.N.—25-10-19.

Apparently this man has had only three to four years service—paragraph 2 on page 2 of correspondence in G.O. Nos. 1085-86, Home (Education), dated the 9th September 1919 and I think a scale of Rs. 25—1—30 should suffice.

J.M.H.—27-10-19.

The increase is recommended on personal grounds. Is not this usually resisted?

R. A. GRAHAM—28-10-19.

Submitted that a proposal for increase of pay on purely personal grounds is objectionable from a financial point of view; but in exceptional cases this department have agreed to some increase in pay when the administrative department press for such increase—vide notes on pages 14-15 of G.O. No. 1579, Revenue (Special), dated the 21st August 1919, and the orders therein.

K.R.N.—30-10-19.

J.M.H.—31-10-19.

A personal allowance would appear more suitable than the raising of the pay of the appointment. Will Home consider the question?

R.A.G.—2-11-19.

HOME (EDUCATION) DEPARTMENT.

The question of the grant of a personal allowance to the senior workshop assistant may be referred to the Director of Public Instruction for remarks. A separate unofficial note is submitted for consideration.

U.O. note.

In paragraph 2 of his letter R.C. No. 8266/18, dated 23rd January 1919 (pages 1 and 2 of G.O. No. 1085, dated the 9th September 1919) the Director of Public Instruction proposed that the pay of the senior workshop assistant attached to the Manual Training Class, Teachers' College, Saidapet, might be raised from Rs. 25 to Rs. 30—2—40 with effect from the 17th October 1919. It will be seen that the increase is recommended on personal grounds. A personal allowance would therefore appear more suitable than the raising of the pay of the post. The remarks of the Director of Public Instruction may, however, be invited *u.o.* He may also be requested, if he agrees with the above suggestion, to submit his recommendation as to the amount of personal allowance to be granted to Mr. Mark, the present holder of the appointment.

S.R.—4-11-19.

N.K.—4-11-19.

C. RAMANUJA ACHARIYAR—5-11-19.

R. RAMACHANDRA RAO—5-11-19.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I suggest a personal allowance of Rs. 5 per mensem. Mr. Porrett informed me a few days back that the workshop assistant is doing very useful work and it is probable that he will be enticed away to some other post under private employment unless his salary is increased.

R. LITTLEHAILES—17-11-19.

HOME (EDUCATION) DEPARTMENT.

A personal allowance of Rs. 5 to Mr. Mark, the present incumbent of the post of workshop assistant on Rs. 25, may be sanctioned, the pay of the post being left as it is. The necessary alterations have been made in the draft. It may be sent to Financial for acceptance.

S.R.—21-11-19.

N.K.—24-11-19.

C.R.—22-11-19.

R.R.—25-11-19.

FINANCIAL DEPARTMENT.

Submitted with reference to Chief Secretary's notes on page 2 ante. The grant of a personal allowance to the workshop assistant should be regulated by the rules under 'compensatory personal allowances' on page 37 of the Book of Financial Powers. Mr. Mark has not completed five years service on the present pay and as such the condition II (1) (c) on page 37 of the Book of Financial Powers is not satisfied. The other conditions may be considered to have been satisfied.

2. The five years rule is not absolute and the Local Government have power to relax it, if necessary. Orders are solicited whether the proposal to grant a personal allowance of Rs. 5 to Mr. Mark may be agreed to as a special case.

M.A.—1-12-19.

T.R.N.N.—1-12-19.

2. This sanction is registered
No. 187 of 1919-20.

3. Mr. C.R. Porrett is confirmed
to the post of Manual Training Instructor,
Teachers' college, Saidapet, on the
maximum salary of the post, Rs500 per
ensem. He will continue to be treated
as an officer of the first class for the
purpose of travelling allowance and will
also enjoy leave under the Indian Service
leave rules and be eligible for the more
favourable concessions set forth in
Article 302(a)i(i) of the C.S.R.

C.R. 23-10-19

M.K. 23-10-19

C.R. 23-10-19

R.R.R. 24-10-19

To the D.P.I (a of II, Q of rest 30)

.. A.G. through Financial
(a of II, Q of rest and 6)

.. Financial Dept. (Q of I,
a of rest 30)

.. Publicity officer (after
print)

Not for R.T.

*15/11/19
Dy to 1st three
at 15/11/19*

*20/12/19
S. R.*

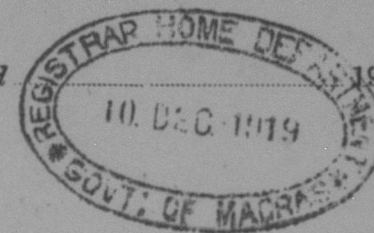
Home (Education)

DEPARTMENT

C.F.-29.

2880A

Received



191

Registered

10.12.1917

Subject.

Requesting Government to pass early
orders on the Director's letter R.C. No. 8266
dated 14-8-19 regarding the permanent retention
of the Manual Training class attached to the
Teachers' College, Saidapet.

ENCLOSURES.

No.

Spare copies

Re No. 8266/18

Station

MADRAS

Dated the

9-12-1917

From (Name) The Hon'ble Mr. R. Littlehales, M.A.,

(Designation) Director of Public Instruction,
MADRAS.

To The Secretary to the Government of Madras,
Home (Education) Department.

Sir,

I have the honour to request that Govern-
ment will be pleased to pass early orders on my letter R.C.
No. 8266 dated 14-8-19 regarding the permanent retention of
the Manual Training class attached to the Teachers' College,
Saidapet.

I have the honour to be,

Sir,

your most obedient servant,

2.12.1917
for Director of Public Instruction.

T.V. N. D. 5-12-19.

DEPARTMENT.

CURRENT No.

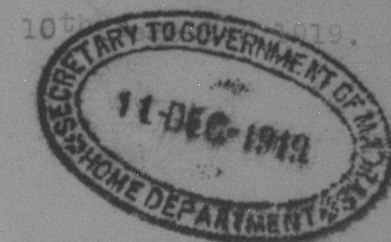
From _____

Received _____ 191 . Registered _____ 191 .

Subject.



From 2902 A/H/12
The Old College, Kanganbakkam,



The scheme for the establishment of a Manual Training centre at Saidapet was sanctioned for five years only and the period terminated on October the 16th. Neither Mr. Porret nor his staff is able to draw any pay. Would it not be possible for Government to extend the period for three months pending receipt of orders sanctioning the permanent retention of the Training Class ?

Yours sincerely,

[Signature]

Encl't

To
The Hon. Diwan Bahadur R. Ramachandra Rao, Avl.,
Secretary to Government, Home (Education) Deptt.,
Madras.

88

22-12-19

8

No. 1558, Home (Education) Department, 15th December 1919

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1558, 15th December 1919

Manual Training Class

He/

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Read—the following papers:—

G.O. No. 845, (Educational), dated 20th September 1919.

ABSTRACT.—Passing orders on the proposals submitted by the Director of Public Instruction for the promotion of manual training in elementary and secondary schools, and addressing the Government of India on the subject of the recruitment of two instructors in Manual Training for this Presidency.

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No.—Chin. 1-13163.

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No.—1120.

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To—the Secretary to Government, Home (Education) Department.
Dated—Madras, the 9th December 1919.
No.—R.C. 8266/18.

Pres
Please
3.12.19
Strike
MS
JWW

2 No. 1558, HOME (EDUCATION), 15TH DECEMBER 1919

Order—No. 1558, Home (Education), dated 15th December 1919.

The Government sanction the permanent retention, with effect from 17th October 1919, of the manual training class attached to the Teachers' College, Saidapet, and the employment of the undermentioned staff in connexion therewith:—

	Pay per mensem.
Manual Training Instructor	400—20—500
1 workshop assistant	30
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1 carpenter	20

Sanction is also accorded to the payment of additional stipends at the rate of Rs. 5 per mensem each to the three selected students doing the work of demonstrators.

2. This sanction is registered as No. 187 of 1919-20.

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(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction,
Accountant-General (through the Financial Department),
Financial Department,
Publicity Officer.

Forwarded to the

(By order)

Senior Superintendent,
Home Department.

NOTES CONNECTED WITH G.O. No. 1558, HOME (EDUCATION),
DATED 15TH DECEMBER 1919

[SUBJECT.—Permanent retention of the post of Manual Training Instructor attached to the Teachers' College, Saidapet.]

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sanctioning the permanent retention of the services of Mr. Porrett as Manual Training Instructor, Teachers' College, Saidapet, and also of the establishment employed under him. Financial may be consulted.

2. The current sanction in respect of the post of Manual Training Instructor for European Schools expires only in February 1920 (paragraph 5, page 3 of notes to G.O. Nos. 1085-86, dated 9th September 1917) and so there is no need to consider at once the further retention of the post.

N.K.—4-10-19.

C. RAMANUJA ACHARIYAR—5-10-19.

The Accountant-General's report is not clear if the sanction of India is or is not necessary. To Financial for favour of advice on the report to A above.

R. RAMACHANDRA RAO—6-10-19.

FINANCIAL DEPARTMENT.

The creation of a permanent appointment carrying a remuneration not exceeding Rs. 800 per mensem can ordinarily be sanctioned by the Local Government in cases where the cost of the appointment is debitable to Provincial revenues; but in cases where the appointment would ordinarily be held by a Gazetted Civil officer recruited in England or by an officer of an Imperial Service as defined in article 29-B, Civil Service Regulations, the sanction of the Government of India is required—vide rule 10 (1) and (2) on page 18 of the Book of Financial Powers. As in the present case the post of Manual Training Instructor is a non-gazetted one (although it would ordinarily be held by a Civil officer recruited in England (cf. paragraph 2 of Government of India's despatch to Secretary of State on page 3 of G.O. No. 1244, Educational, dated 24th December 1913) and it is submitted that its permanent retention can be sanctioned by the Local Government as the pay of the post is Rs. 400—20—500 per mensem (paragraph 3 on page 28 of G.O. Nos. 1085-86, Home (Education), dated

Pass

Please

3/12/20.

Strike off

5/11/20

21
NOTES TO G.O. No. 1558, HOME (EDUCATION), 15TH DECEMBER 1919

9th September 1919) cf. in this connexion paragraph 3 on page 2 of G.O. No. 523, Financial, dated 24th June 1918. It is therefore submitted that the proposal at A in the Home (Education) Department note on page 1 ante may be accepted in Financial.

C.P.K.—16-10-19.

Home (Education) has just received a letter from the Government of India in this matter in which they state that the ~~Government of India~~ may sanction the proposal.

J. M. HOOPER—16-10-19.

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From the Government of India, Department of Education, No 1120, dated 10th October 1919.

The letter from India referred to in the Financial Department's note above, will be found at page 8, current file.

Draft sanctioning the permanent retention of the services of Mr. Porrett as Manual Training Instructor, Teachers' College, Saidapet, and also of the establishment employed under him, is submitted. If approved, it may go to Financial for acceptance and also to note sanction number.

The pay of the senior workshop assistant is raised from Rs. 25 to Rs. 30—2—40 with reference to the Director of Public Instruction's proposal in paragraph 2 of his letter at page 2 of G.O. No. 1085, dated 9th September 1919—vide also paragraph 3 of the notes on page 14 of Government Order *ibid*.

S.R.—23-10-19.

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C. RAMANUJA ACHARIYAR—23-10-19.

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2. Subject to orders in paragraph 1 above, the draft order may, it is submitted, be accepted. The sanction has been registered as No. 187 of 1919-20.

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Apparently this man has had only three to four years service—paragraph 2 on page 2 of correspondence in G.O. Nos. 1085-86, Home (Education), dated 9th September 1919 and I think a scale of Rs. 25—1—30 should suffice.

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The increase is recommended on personal grounds. Is not this usually resisted?

R. A. GRAHAM—28-10-19.

Submitted that a proposal for increase of pay on purely personal grounds is objectionable from a financial point of view; but in exceptional cases this department have agreed to some increase in pay when the administrative department press for such increase—vide notes on pages 14-15 of G.O. No. 1579, Revenue (Special), dated 21st August 1919, and the orders therein.

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A personal allowance would appear more suitable than the raising of the pay of the appointment. Will Home consider the question?

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S.R.—4-11-19.

N.K.—4-11-19.

C.R.—5-11-19.

R.R.—5-11-19.

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION.

I suggest a personal allowance of Rs. 5 per mensem. Mr. Porrett informed me a few days back that the workshop assistant is doing very useful work and it is probable that he will be enticed away to some other post under private employment unless his salary is increased.

R. LITTLEHALLS—17-11-19.

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A personal allowance of Rs. 5 to Mr. Mark, the present incumbent of the post of workshop assistant on Rs. 25, may be sanctioned, the pay of the post being left as it is. The necessary alterations have been made in the draft. It may be sent to Financial for acceptance.

S.R.—21-11-19.

N.K.—24-11-19.

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2. The five years rule is not absolute and the Local Government have power to relax it, if necessary. Orders are solicited whether the proposal to grant a personal allowance of Rs. 5 to Mr. Mark may be agreed to as a special case.

M.A.—1-12-19.

T.R.N.N.—1-12-19.

4 NOTES TO G.O. No. 1558, HOME (EDUCATION), 15TH DECEMBER 1919

Strictly speaking I think that under the rules for compensatory personal allowances it would be preferable to give a personal scale of pay instead of a personal allowance and under this the workshop assistant may be given a pay of Rs. 30.

J. M. HOOPER—2-12-19.

Very well.

R. A. GRAHAM—6-12-19.

HOME (EDUCATION) DEPARTMENT.

This department may accept the proposal to give a pay of Rs. 30 to the senior workshop assistant instead of a pay of Rs. 25 and a personal allowance of Rs. 5.

The necessary alteration has been made in the draft. It is for approval.

S.R.—10-12-19.

N.K.—10-12-19.

For approval.

R. RAMACHANDRA RAO—10-12-19.

A. R. K[NAPP]—12-12-19.

W[ILLINGDON]—12-12-19.

[G.O. No. 1558, Home (Education), dated 15th December 1919.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (d).

Secy II-38-2-15.

DEPARTMENT.

Current No dated 191

G.O. No. 1558, dated 15-12-1919.

Number of MS. pages sent { Correspondence... 3 pages
(b) Notes... To be printed

Brief subject... Vide abstract on the draft

(e) Number of copies required when struck off (not including copies for volumes and editors' tables which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
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FOR RECORD.*

Madras Records	4	30	10
Ooty Records		5	4
For filing with original			1
Total		35	15

FOR ISSUE.†

Letter only.	Complete G.O.	(d) Special issue copies of G.O.		Notes.
		No.	Papers.	
Signature copies				
India Office	4			
Govt. of India				
Revenue Department				
Public Works Department				
Local and Municipal Department				
Educational Department				
Public Dept.				
Judicial Dept.				
Political				
Financial Dept.				
Marine Dept.				
Ecclesiastical Dept.				
Total				
Spare copies				
The... O.P. I	4			
The... A.B.	4			
The... 7 min. 10 sec.	3			
The... Publicity Office	3			
The... Reserve	15			
The...				
The...				
The...				
The...				
The...				
The...				
The...				
Total	33			

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated.

TO PRESS, MADRAS OOTY.

A

B

C

Please send proof in duplicate. The papers have been carefully edited.

Proof returned corrected. Please strike off and send number of copies as indicated.

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	16/12/12
First proof furnished on.....	22/12/12
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				